

JOB DESCRIPTION

JOB TITLE: Community Health Specialist

GRADE: 12

JOB CODE 1515

DATE: 3/23/2000

GENERAL FUNCTION: Under appropriate supervision assists in performing the core public health functions of assessment, policy development, and assurance in order to address health indicators of a community. The incumbent in this position would participate in surveillance and assessment activities to determine health priorities and also assist in planning and carrying out goals and objectives to address the priorities. The incumbent would have the abilities to get along with coworkers and the public and to exercise independent judgment and initiative in the completion of complex and comprehensive work assignments.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Participates in planning goals and activities to address health priorities of a community.

Works with others to facilitate completion of planned activities. With general direction, exercises independent judgment and initiative to complete complex and comprehensive work assignments.

Participates in community coalitions and other community groups. When appropriate reminds group members of upcoming meetings, prepares agendas, facilitates meetings, and/or writes and distributes minutes.

Under supervision prepares and distributes press releases and does interviews for the media on topics related to community health projects.

Makes presentations to groups on topics related to community health projects.

Searches for existing statistics on health indicators and participates in data collection when statistics are not available.

Reviews publications and other appropriate materials and sources for funding opportunities.

Assists with completing applications for grants or other funding.

As projects dictate prepares or helps review drafts of needed materials, such as fliers, reports, invitations, form letters, and memos for final approval by a public health professional. Uses a PC to enter data into spreadsheets/databases, complete word processing tasks, and/or create materials that utilize graphics.

Contacts and builds relationships with organizations, agencies, individuals and others in the community in order to form partnerships to address health priorities.

SUPERVISION RECEIVED: Limited supervision; periods of relative autonomy with general supervisory review. Supervisor plays substantial role in setting goals, objectives and organizing work.

Job Title: Community Health Specialist (Cont'd)

JOB CODE 1515

SUPERVISION EXERCISED: May provide immediate supervision over clerical and/or
JOB SPECIFICATIONS

Knowledge and Abilities:

Ability to rapidly accept and adapt to change

Ability to rapidly learn new skills, such as using a Personal Computer or group facilitation

Ability to communicate effectively with other employees and people in the community

Ability to meet and build relationships with people in the community

Basic knowledge of grammar, spelling and punctuation

Basic math skills

Ability to listen to, accept, and follow direction from a public health professional

Knowledge of professional conduct and attire

Knowledge of general office practices-including purchasing procedures and equipment usage

Ability to manage multiple projects and prioritize tasks

Ability to collaborate with others and foster team work

Minimum Education, Training And Experience Requirements: High school diploma or GED and three (3) years of experience in public health or related health occupation where the skills, knowledge, and other abilities can be demonstrated. (Or a combination of experience and education.)

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.